

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

1 of 4

**REQUEST FOR TASK PLAN / TASK ORDER**

<b>CONTRACTOR</b>	<b>CONTRACT NO./TASK NO.</b>	<b>JOB ORDER NUMBER</b>	<b>APPROVAL</b>
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QSS Group, Inc.

NAS5- <b>99124</b>	TASK NO. <b>381</b>	AMENDMENT
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See Page 4

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TASK TITLE: (NTE 80 characters; include Project name)

Parts Engineering Services

**APPROVALS:** (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

Vinodbhai B. Patel

DATE

8/31/00

ORG  
CODE

562

MAIL  
CODE

562

PHONE

301-286-9267

BRANCH HEAD

Darryl Lakins

DATE

8/31/00

CODE

562

PHONE

301-286-6382

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Robert S. Lehair, Jr.

DATE

9/27/00

CODE

560

PHONE

301-286-6588

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?

(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

CONTRACTING OFFICER'S QUALITY REP.

DESIGNATED FAM:

☒ NO ☐ YES

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: 9/28/00

Contractor will develop specification or statement of work under this task for a future procurement. ☒ NO ☐ YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. ☐ NO ☐ YES ☒ N/A

Government Furnished Property/Facilities: ☒ NO ☐ YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: ☐ NO ☒ YES If yes: ☒ TOTAL ☐ PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: ☒ NO ☐ YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 10/1/00.

**INCENTIVE FEE STRUCTURE (check one)**

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	<input checked="" type="checkbox"/> No. 1	No. 2	No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 985,037

The target fee of this task order is \$ 45,275

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 1,030,312

The maximum fee is \$ 66,171

The minimum fee is \$0.

**AUTHORIZED SIGNATURE**

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Theresa J. Becker*

SIGNATURE OF CONTRACTING OFFICER

11/22/00

DATE

Theresa J. Becker

TYPED NAME OF CONTRACTING OFFICER

**CONTRACTOR'S ACCEPTANCE**

AUTHORIZED SIGNATURE

DATE

**REQUEST FOR TASK PLAN / TASK ORDER**

CONTRACTOR	CONTRACT NO./TASK NO.	TASK NO.	AMENDMENT
QSS Group, Inc.	NAS5- <b>99124</b>	<b>381</b>	

Applicable paragraphs from contract Statement of Work: Function 4F

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

See Page 3.

**PERFORMANCE SPECIFICATIONS:**

1. Parts Control Board convened as applicable.
2. Controlled parts lists maintained electronically using Microsoft Access or an equivalent database program.
3. Upload of controlled parts lists to GSFC EPIMS system for automated GIDEP reporting, as required by new submissions or significant changes.
4. Complete parts list in EPIMS (to include board assemblies such as CPU boards.)
5. Weekly status reports delivered electronically to Code 300 SAM, Code 562 Branch Head, and project system engineers, to highlight major parts issues utilizing the Code 562 top ten issues report (weekly by noon Wednesday).
6. Attendance at a monthly Parts Engineering Meeting to provide status.
7. Visits to the project office area to speak with designers and/or managers about parts issues a minimum of twice per week.
8. Technical Progress Report: Report format in accordance with the contract and shall include issues and recommendations summarized by project. Acceptable performance is that the ATR is satisfied that he is being kept informed of the status of work performed and of issues requiring his attention.
9. Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

**APPLICABLE DOCUMENTS:**

GPG 8700.1, Design Planning and Interface Management  
 GPG 8700.2, Design Development  
 500-PG-8700.2.2, Electronics Design and Development Guidelines

**TASK END DATE:** 3/31/01

**MILESTONES/DELIVERABLES AND DATES:**

1. Technical Progress Report, Monthly, 15th day of the month.
2. Complete parts list in EPIMS (to include board assemblies such as CPU boards):
  - new projects: due 3 months after CDR
  - existing projects: due 12/31/00
3. Weekly Status Reports delivered to Code 300 SAM, Code 562 and project system engineers: due weekly by noon Wednesday.

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery/completion of the above deliverables/milestones  
**Technical:** ATR's and Branch Head's acceptance of the above

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Vinod Patel, building 6, room S30

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**REQUEST FOR TASK PLAN / TASK ORDER**

Contract NAS5-99124

Task #: **381****STATEMENT OF WORK:**

The contractor shall provide Parts Engineering services to the Component Technologies and Radiation Effects Branch, Code 562, for the development and implementation of EEE parts programs for center managed flight projects. Contractor parts engineers shall assist GSFC project engineers with part selection and application, plan and supervise investigations or evaluations of parts at system and/or subsystem level, and provide general parts program management.

Project Parts Lists - The contractor shall review, process, maintain and distribute parts lists for GSFC managed flight projects in accordance with project requirements. The review process shall identify parts as meeting or not meeting project requirements for reliability or radiation tolerance. The maintenance and distribution of parts lists shall address requirements such as revision tracking and nonstandard parts approval status. As a minimum, the parts engineer shall conduct a preliminary reliability analysis of the parts being used. This analysis shall be accomplished at the piece parts level.

Nonstandard Parts Approval Requests (NSPAR) Preparation - The contractor shall prepare NSPARs for in-house projects in accordance with the applicable project reliability requirements. The NSPAR shall address procurement information and testing necessary to meet project requirements.

Specifications - The contractor shall prepare specifications for the procurement and testing of EEE parts in accordance with project requirements. Specification format shall be in conformance with Military standardization requirements for drawings and specifications.

Electronic Parts database - The contractor shall maintain an electronic parts database for upload to GSFC EPIMS system for automated GIDEP reporting, as required by new submissions or significant changes. Each project shall have a complete parts list in EPIMS within 3 months after CDR. The parts list shall be placed in a hierarchical system to allow association of the parts with a subsystem or instrument.

General Parts Services - The contractor shall provide parts expertise in resolving parts issues related to selection, procurement, or testing.

Meetings - The contractor shall attend Code 562 Parts Group meetings to share status and information on the project parts program.

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Contract NAS5-99124

Task #: **381**

<u>Project</u>	<u>Job Order Number</u>	<u>Appropriation FY</u>
SWIFT	562-740-50-14-89	00
EOS-1	562-228-12-21-89	00
QuickTOMS	562-419-02-10-89	00
QuickTOMS	562-419-02-01-89	00
QuickTOMS	562-419-02-02-89	00
NEPAG	562-323-29-16-89	00
HST	562-458-50-95-89	00
EOS	562-228-12-20-89	00
Contour	562-730-10-60-89	00
Triana	562-359-01-13-89	00
VCL	562-259-10-30-89	00